

# **Statute on Certification of the Crew Members of Merchant Fleet of the Republic of Azerbaijan**

## **1. General Provisions**

1.1. “Statute on certification of the crew members of merchant fleet of the Republic of Azerbaijan (hereinafter referred to as “Statute”) is prepared in accordance with Merchant Shipping Code of the Republic of Azerbaijan (hereinafter referred to as MSC), International Convention on Standard Training and Certification and Watchkeeping for Seafarers, Statute of the State Maritime Administration of the Republic of Azerbaijan approved by the Decree No. 395 of the President of the Azerbaijan Republic, dated April 20, 2006, other regulatory and legislative acts of the Republic of Azerbaijan, and determines the rules for certification of crew members in the merchant fleet of the Azerbaijan Republic.

1.2. Certificates (diplomas), special training certificates and endorsements for the crew members of the merchant fleet of the Republic of Azerbaijan are issued by the State Maritime Administration of the Republic of Azerbaijan (hereinafter referred to as “Administration”) on the basis of the seagoing record, age, health conditions, compliance with professional and special training requirements and results of skill testing by specialist commissions.

1.3. Training centres involved in the training of crew members for the merchant fleet of the Republic of Azerbaijan shall hold the certificate of compliance with requirements of the International Convention on Standard Training and Certification and Watchkeeping for Seafarers, issued by the Administration. This certificate is issued for the 5 year period and on the backside contains the records of the annual audit performed at the training centre.

1.4. Training and education curriculum shall be approved by Administration.

1.5. Certificates (diplomas) issued to the commander staff of the vessels of merchant fleet of the Azerbaijan Republic, shall be deemed valid only in issuance by Administration of the certificate of endorsements of such certificates in compliance with established requirements.

1.6. Certificates (diplomas) may be subject to withdraw, cancellation or temporary suspension by Administration in occurrence of any adverse effects to the human life, marine assets and environment as a result actions, lack to take actions or low skill level demonstration of the crew members performing their duties on the basis of certificates (diplomas), as well as for the purposes of document falsifications.

1.7. Certificates (diplomas) to the crew members of the transportation fleet of the Republic of Azerbaijan are issued for the period of 5 years.

For the renewal of the expired certificates, the commander staff must complete the training courses, their knowledge and skills should be examined. Successful candidates can be released from the exam.

Ratings are not required to complete the training courses in order to renew the expired certificates and new certificates can be issued for these staff after their knowledge and skills are examined by Administration.

1.8. Crew members, in addition to special training courses identified under certification requirements, shall also pass the special training applicable dependent on the type and designation of vessel, on which they serve.

1.9. In accordance with the Convention on “Standard Training and Certification and Watchkeeping for Seafarers” knowledge and skills of the crew members should be defined as following:

Levels:

1. Management level
2. Operational level
3. Support level

Functions:

1. Navigation
2. Cargo handling and stowage.
3. Controlling the operation of the ship and care for persons on board
4. Marine engineering.
5. Electrical, electronic and control engineering
6. Maintenance and repair
7. Radiocommunications.

1.10. In accordance with the International Convention on Standard Training and Certification and Watchkeeping for Seafarers requirements, employment of Master on ships, chief mate, chief mechanic, second mechanic and radio-operator positions they should possess the management level on navigation officer, loading operations and arrangement, administration of ship operations and human care, mechanical equipments of the ship, electrical equipments, electronic devices and administration systems, technical maintenance and repair and radio-communication, and for exploitation level in other commander positions, and for the employment of ratings of the assistance level defined by this regulation, is necessary.

1.11. Vessel owners and captains may employ only the seaman holding relevant certificates (diplomas) or having dispensations.

1.12. In exceptional cases, when there are no risks to human health, property or environment, Administration may issue the dispensation permit for the maximum period of 6 months to the sailor not holding the required certificate (diploma) to perform at relevant position.

1.13. Dispensation for any position may be issued only to the sailor holding the certificate (diploma) for the position, which is only one grade below the held position.

1.14. Dispensation for the captain or senior mechanic positions may be issued only under force-majeure conditions and for the shortest period of time determined by Administration.

1.15. The position indicated in the dispensation shall be filled as soon as possible by the sailor holding relevant certificate (diploma) for such position.

1.16. Ship crew of the merchant fleet of Azerbaijan Republic, before the issuance of the certificate must pass the medical examination at the medical institution which activity has been approved by the Administration in order to comply with the minimum standards considered at the sections B-I/9-1 and B-I/9-2 of Convention on Standard Training and Certification and Watchkeeping for Seafarers.

1.17. During the implementation of supervision procedures carried out at the foreign ships by competent organizations of the Azerbaijan Republic, in case of identifying that holders of the certificates issued by different countries, act or don't act during the implementation of their duties or if any inaccuracy for the human life, property and caused danger to the marine environment or any certificates issued illicitly, the Administration inspects the violation facts and informs the flag state, and in accordance with the results of the inspection provides appropriate measures.

## **II. Regulations for registration of certificates (diplomas), special training certificates and verification certificates**

2.1. Certificates (diplomas), special training certificates, privileged permits and verification certificates shall be registered individually for each position in applicable logs and electronic databases by the State Marine Administration.

2.2. Record logs and electronic databases of certificates (diplomas), special training certificates, privileged permits and verification certificates issued to the crew members of the merchant fleet of the Republic of Azerbaijan shall contain the following information:

- seaman’s first name, last name, sex, nationality, date of birth, speciality, date of last medical certificate;
- type, number, date of issue, validity date, status of loss, suspension, deterioration and cancellation of issued certificates (diplomas), special training certificates, privileged permits and verification certificates;
- restriction, functional and responsibility levels provided in the sailor certificate (diploma).

2.3. Relevant associates of the State Marine Administration shall bear the responsibility for the placement and provision of safety of records in logs and electronic databases of certificates (diplomas), special training certificates, privileged permits and verification certificates issued to the crew members of the merchant fleet of the Republic of Azerbaijan.

## **III. Certification requirements**

3.1. Following are the certificates (diplomas) issued to crew members of the merchant fleet:

3.1.1. Certificates (diplomas) issued to the officers:

3.1.1.1. Navigators:

- Officer in charge of a navigational watch on ships of less than 500 gross tonnages engaged on near-coastal voyages.

- Master on ships of less than 500 gross tonnages engaged on near-coastal voyages.

– Officer in charge of a navigational watch on ships of 500 gross tonnage or more

- Chief mate on ships of between 500 and 3000 gross tonnage
- Master on ships of between 500 and 3000 gross tonnage
- Chief Mate on ships of 3000 gross tonnage or more.
- Master on ships of 3000 gross tonnage or more

#### 3.1.1.2. Engineers:

- Officer in charge of a mechanical watch on ships powered by main propulsion machinery less than 750 kW propulsion power;
- Chief engineer on ships powered by main propulsion machinery less than 750 propulsion power;
- Officer in charge of a mechanical watch on ships powered by main propulsion machinery 750 kW propulsion power or more;
- Second engineer officer on ships powered by main propulsion machinery of between 750 and 3000 kW propulsion power;
- Chief engineer on ships powered by main propulsion machinery of 3000 kW propulsion power or more;
- Second engineer on ships powered by main propulsion machinery of 3000 kW propulsion power or more;
- Chief engineer on ships powered by main propulsion machinery of 3000 kW propulsion power or more;

#### 3.1.1.3. Electrician engineer:

- Senior electrician engineer on ships powered by main propulsion machinery of 750 kW propulsion power or more;
- Electrician engineer on ships powered by main propulsion machinery of 750 kW propulsion power or more;
- Electrician engineer on vessels with total main engine capacities of less than 750 kVt;

#### 3.1.1.4. Radio operators:

Global Maritime Distress Safety system limited area operator:

Global Maritime Distress Safety System general area operator;

- Second class radio electronics;
- First class radio electronics;
- Ship's radio operator first class;

#### 3.1.1.5. Vessel Medical Experts:

- Ship's doctor.

#### 3.1.1.6. Vessel fire equipment and fire fighting:

- Fire officer.

3.1.1.7 Issues regarded to the passengers.

- Master assistant engaged to the passenger issues.

3.1.2. Certificates (diplomas) for rating part:

- boatswain;
- Able seafarer;
- sailor;
- Motorman;
- Ship's electrician;
- cook;
- Ship's crane-operator;
- crane master;
- pump man;
- steward.
- Ship's fitter
- Ship welder
- Ship turner

### **3.1.3. Special training courses and certificates:**

- Training in advanced fire-fighting;
- Tanker familiarization course:
- Training and qualifications for Ro-Ro passenger ships:
- Training and qualifications for passenger ships:
- Dangerous, hazardous and harmful cargoes:
- Proficiency in survival craft and boats:
- Medical care on board:
- Medical First Aid:
- Mandatory minimum requirements for familiarization, basic safety training and instruction for all seafarers;
- International Safety Management Code:
- Radar observation and plotting, Use automatic radar plotting aids simulator:
- Global Maritime Distress and Safety System General Operator:
- Global Maritime Distress and Safety System Restricted Operator:
- Ship diesel energy equipment simulator:
- Ship's Gas Analysers and their Operation:
- Proficiency in fast rescue boats:
- Oil tankers operational course:
- Refresher and updating:
- Ships handling and manoeuvring:
- Bridge team and resources management:
- Ship safety officer
- Inert Gas System:
- Crude Oil Washing Systems:

- Operational use of electronic chart display and information systems:
- Ship Security Officer:

### **3.2. Requirements for issuance of certificate (diploma) of the officer in charge of a navigational watch on ships of less than 500 gross tonnage engaged on near-coastal voyages:**

3.2.1. Minimum age of 18 years old;

3.2.2. Completion of relevant courses approved by the administration and minimum seagoing service of 12 months as a rating;

3.2.3. Successful completion of the following special training courses:

- Radar observation and plotting, Use automatic radar plotting aids simulator;
- Mandatory minimum requirements for familiarization, basic safety training and instruction for all seafarers;
- Proficiency in survival craft and boats;
- Medical First Aid;
- Relevant courses in accordance with Radio Regulations.

3.2.4. Health condition shall be fit for the position;

3.2.5. Skills and knowledge required on position of operational level shall be tested by the specialist commission via computer testing or written examination.

### **3.3. Requirements for issuance of certificate (diploma) of the master on ships of less than 500 gross tonnage engaged on near-coastal voyages:**

3.3.1. minimum age of 20 years old;

3.3.2. shall hold the relevant educational background on marine transport speciality or documents verifying the completion of the courses approved by the Administration;

3.3.3. shall have a minimum work service of 24 months at the position of the officer in charge of a navigational watch on ships of less than 500 gross tonnage engaged on near-coastal voyages;

3.3.4. Successful completion of the following special training courses:

- Radar observation and plotting, Use automatic radar plotting aids simulator;
- Mandatory minimum requirements for familiarization, basic safety training and instruction for all seafarers;

- Proficiency in survival craft and boats;
- Medical care on board;
- Relevant courses in accordance with Radio Regulations.
- Training in advanced fire-fighting.

3.3.5. Health condition shall be fit for the position;

3.3.6. Skills and knowledge required on position of management level shall be tested by the specialist commission via computer testing or written examination.

**3.4. Requirements for issuance of certificate (diploma) of the officer in charge of a navigational watch on ships 500 gross tonnage and more:**

3.4.1. minimum age of 18 years old;

3.4.2. Completion of relevant courses approved by the administration and minimum seagoing service of 6 months in bridge watchkeeping duties as a rating;

3.4.3. Health condition shall be fit for the position;

3.4.4. Successful completion of the following special training courses:

- Radar observation and plotting, Use automatic radar plotting aids simulator;
- Global Maritime Distress and Safety System Restricted Operator;
- Mandatory minimum requirements for familiarization, basic safety training and instruction for all seafarers;
- Training in advanced fire-fighting;
- Medical First Aid;
- Proficiency in survival craft and boats;
- Medical care on board.

3.4.5. Skills and knowledge required on position of operational level shall be tested by the specialist commission via computer testing or written examination.

**3.5. Requirements for issuance of certificate (diploma) of the chief mate on ships of between 500 and 3000 gross tonnage:**

3.5.1. minimum age of 18 years old;

3.5.2. shall hold the relevant educational background on marine navigationspeciality and have minimum seagoing service of 18 months as a officer in charge of a navigational watch on ships 500 gross tonnage and more;

3.5.3. Health condition shall be fit for the position;



- 3.5.4. Successful completion of the following special training courses:
- Global Maritime Distress and Safety System Restricted Operator;
  - Radar observation and plotting, Use automatic radar plotting aids simulator;
  - Mandatory minimum requirements for familiarization, basic safety training and instruction for all seafarers;
  - Training in advanced fire-fighting;
  - Medical First Aid;
  - Medical care on board.
  - Proficiency in survival craft and boats;

3.5.5. Skills and knowledge required on position of management level shall be tested by the specialist commission via computer testing or written examination.

**3.6. Requirements for issuance of certificate (diploma) of the master on ships of between 500 and 3000 gross tonnage:**

3.6.1. shall hold the relevant educational background on marine navigationspeciality and have minimum seagoing service of 24 months as a chief mate on ships of 500 gross tonnage and more;

3.6.2. Health condition shall be fit for the position;

- 3.6.3. Successful completion of the following special training courses:
- Global Maritime Distress and Safety System General Operator;
  - Radar observation and plotting, Use automatic radar plotting aids simulator;
  - Mandatory minimum requirements for familiarization, basic safety training and instruction for all seafarers;
  - Training in advanced fire-fighting;
  - Medical First Aid;
  - Medical care on board;
  - Proficiency in survival craft and boats;
  - Ships handling and manoeuvring;
  - Bridge team and resources management.

3.6.4. Skills and knowledge required on position of management level shall be tested by the specialist commission via computer testing or written examination.

**3.7. Requirements for issuance of certificate (diploma) of the chief mate on ships of 3000 gross tonnage or more:**

3.7.1. shall hold the relevant educational background on marine transport speciality and have minimum seagoing service of 18 months as a chief mate on ships of 500 gross tonnage and more;

3.7.2. Health condition shall be fit for the position;

3.7.3. Successful completion of the following special training courses:

- Global Maritime Distress and Safety System General Operator;
- Radar observation and plotting, Use automatic radar plotting aids simulator;
- Mandatory minimum requirements for familiarization, basic safety training and instruction for all seafarers;
- Training in advanced fire-fighting;
- Medical First Aid;
- Medical care on board;
- Proficiency in survival craft and boats;
- Ships handling and manoeuvring;
- Bridge team and resources management.

3.7.4. Skills and knowledge required on position of management level shall be tested by the specialist commission via computer testing or written examination.

### **3.8. Requirements for issuance of certificate (diploma) of the master on ships of 3000 gross tonnage or more:**

3.8.1. shall hold the relevant educational background on marine navigation speciality and have minimum seagoing service of 24 months as a chief mate on ships of 500 gross tonnage and more;

3.8.2. Health condition shall be fit for the position;

3.8.3. Successful completion of the following special training courses:

- Global Maritime Distress and Safety System General Operator;
- Radar observation and plotting, Use automatic radar plotting aids simulator;
- Mandatory minimum requirements for familiarization, basic safety training and instruction for all seafarers;
- Training in advanced fire-fighting;
- Medical First Aid;
- Medical care on board;
- Proficiency in survival craft and boats;
- Ships handling and manoeuvring;
- Bridge team and resources management.

3.8.4. Skills and knowledge required on position of management level shall be tested by the specialist commission via computer testing or written examination.

**3.9. Requirements for issuance of certificate (diploma) of the officer in charge of an engineering watch on ships powered by main propulsion machinery of less than 750 kW propulsion power:**

3.9.1. minimum age of 18 years old;

3.9.2. Completion of relevant courses approved by the Administration and minimum seagoing service in the engine department of 12 months on ships powered by main propulsion machinery of less than 750 kW propulsion power;

3.9.3. Health condition shall be fit for the position;

3.9.4. Successful completion of the following special training courses:

- Mandatory minimum requirements for familiarization, basic safety training and instruction for all seafarers;
- Medical First Aid;
- Proficiency in survival craft and boats;
- Training in advanced fire-fighting.

3.9.5. Skills and knowledge required on position of operational level shall be tested by the specialist commission via computer testing or written examination.

**3.10. Requirements for issuance of certificate (diploma) of chief engineer on ships powered by main propulsion machinery of less than 750 kW propulsion power:**

3.10.1. Completion of relevant courses approved by the Administration and minimum seagoing service of 24 months as officer in charge of an engineering watch on ships powered by main propulsion machinery of less than 750 kW propulsion power;

3.10.2. Health condition shall be fit for the position;

3.10.3. Successful completion of the following special training courses:

- Mandatory minimum requirements for familiarization, basic safety training and instruction for all seafarers;
- Medical First Aid;
- Proficiency in survival craft and boats;
- Training in advanced fire-fighting;

3.10.4. Skills and knowledge required on position of management level shall be tested by the specialist commission via computer testing or written examination.

**3.11. Requirements for issuance of certificate (diploma) of the officer in charge of an engineering watch on ships powered by main propulsion machinery of 750 kW propulsion power or more:**

3.11.1. minimum age of 18 years old;

3.11.2. hold relevant speciality education;

3.11.3. Minimum seagoing service in the engine department of 6 months;

3.11.4. Health condition shall be fit for the position;

3.11.5. Successful completion of the following special training courses:

- Mandatory minimum requirements for familiarization, basic safety training and instruction for all seafarers;
- Medical First Aid;
- Proficiency in survival craft and boats;
- Training in advanced fire-fighting;

3.11.6. Skills and knowledge required on position of operational level shall be tested by the specialist commission via computer testing or written examination.

**3.12. Requirements for issuance of certificate (diploma) of the second engineer officer on ships powered by main propulsion machinery of between 750 and 3000 kW propulsion power:**

3.12.1. Holding of relevant speciality education and minimum seagoing service of 12 months as a officer in charge of an engineering watch on ships powered by main propulsion machinery of 750 kW propulsion power or more;

3.12.2. Health condition shall be fit for the position;

3.12.3. Successful completion of the following special training courses:

- Mandatory minimum requirements for familiarization, basic safety training and instruction for all seafarers;
- Medical First Aid;
- Proficiency in survival craft and boats;
- Training in advanced fire-fighting.

3.12.4. Skills and knowledge required on position of operational level shall be tested by the specialist commission via computer testing or written examination.

**3.13. Requirements for issuance of certificate (diploma) of the Chief engineer on ships powered by main propulsion machinery of between 750 and 3000 kW propulsion power:**

3.13.1. Holding of relevant speciality education and minimum seagoing service of 24 months as a officer in charge of an engineering watch on ships powered by main propulsion machinery of 750 kW propulsion power or more;

3.13.2. Health condition shall be fit for the position;

3.13.3. Successful completion of the following special training courses:

- Mandatory minimum requirements for familiarization, basic safety training and instruction for all seafarers;
- Medical First Aid;
- Proficiency in survival craft and boats;
- Training in advanced fire-fighting.

3.13.4. Skills and knowledge required on position of management level shall be tested by the specialist commission via computer testing or written examination.

**3.14. Requirements for issuance of certificate (diploma) of the second engineer officer on ships powered by main propulsion machinery of 3000 kW propulsion power or more:**

3.14.1. Health condition shall be fit for the position;

3.14.2. Holding of relevant speciality education and minimum seagoing service of 12 months as a officer in charge of an engineering watch on ships powered by main propulsion machinery of 750 kW propulsion power or more;

3.14.3. Successful completion of the following special training courses:

- Mandatory minimum requirements for familiarization, basic safety training and instruction for all seafarers;
- Medical First Aid;
- Proficiency in survival craft and boats;
- Training in advanced fire-fighting.

3.14.4. Skills and knowledge required on position of management level shall be tested by the specialist commission via computer testing or written examination.

**3.15. Requirements for issuance of certificate (diploma) of the chief engineer on ships powered by main propulsion machinery of 3000 kW propulsion power or more:**

3.15.1. Health condition shall be fit for the position;

3.15.2. Holding of relevant speciality education and minimum seagoing service of 24 months as second engineer officer on ships powered by main propulsion machinery of 750 kW propulsion power and more;

3.15.3. Successful completion of the following special training courses:

- Mandatory minimum requirements for familiarization, basic safety training and instruction for all seafarers;
- Medical First Aid;
- Proficiency in survival craft and boats;
- Training in advanced fire-fighting.

3.15.4. Skills and knowledge required on position of management level shall be tested by the specialist commission via computer testing or written examination.

**3.16. Requirements for issuance of certificate (diploma) of the electrician engineer ships powered by main propulsion machinery less than 750 kW propulsion power:**

3.16.1. Minimum age of 18 years old;

3.16.2. Health condition shall be fit for the position;

3.16.3. Completion of relevant courses approved by the Administration and minimum seagoing service in the engine department of 12 months;

3.16.4. Successful completion of the following special training courses:

- Mandatory minimum requirements for familiarization, basic safety training and instruction for all seafarers;
- Medical First Aid;
- Proficiency in survival craft and boats;

3.16.5. Skills and knowledge required on position of operational level shall be tested by the specialist commission via computer testing or written examination.

**3.17. Requirements for issuance of certificate (diploma) of the electrician engineer on ships powered by main propulsion machinery of 750 kW propulsion power or more:**

- 3.17.1. Minimum age of 18 years old;
- 3.17.2. Health condition shall be fit for the position;
- 3.17.3. Shall hold the relevant speciality education;
- 3.17.4. Minimum seagoing service in the engine department of 6 months;
- 3.17.5. Successful completion of the following special training courses:
- Mandatory minimum requirements for familiarization, basic safety training and instruction for all seafarers;
  - Medical First Aid;
  - Proficiency in survival craft and boats;
  - Training in advanced fire-fighting.
- 3.17.6. Skills and knowledge required on position of operational level shall be tested by the specialist commission via computer testing or written examination.

**3.18. Requirements for issuance of certificate (diploma) of the senior electrician engineer on ships powered by main propulsion machinery of 750 kW propulsion power or more:**

- 3.18.1. Health condition shall be fit for the position;
- 3.18.2. Shall hold the relevant speciality education;
- 3.18.3. Minimum seagoing service of 24 months as a electrician engineer on ships powered by main propulsion machinery of 750 kW propulsion power or more;
- 3.18.4. Successful completion of the following special training courses:
- Mandatory minimum requirements for familiarization, basic safety training and instruction for all seafarers;
  - Medical First Aid;
  - Proficiency in survival craft and boats;
  - Training in advanced fire-fighting.
- 3.18.5. Skills and knowledge required on position of management level shall be tested by the specialist commission via computer testing or written examination.

**3.19. Requirements for issuance certificate (diploma) of operator Global Maritime Distress and Safety System limited area.**

- 3.19.1. Health condition shall be fit for the position;

3.19.2. Shall successfully complete the “Global Maritime Distress and Safety System limited area operator” programme courses, which has been approved by the Administration, and hold the appropriate certificate.

3.19.3. Successful completion of the following special training courses:

- Mandatory minimum requirements for familiarization, basic safety training and instruction for all seafarers;
- Medical First Aid;
- Proficiency in survival craft and boats;

3.19.4. Skills and knowledge required on position of management level shall be tested by the specialist commission via computer testing or written examination.

### **3.20. Requirements for issuance certificate (diploma) of operator Global Maritime Distress and Safety System general area.**

3.20.1. Health condition shall be fit for the position;

3.20.2. Shall successfully complete the “Global Maritime Distress and Safety System limited area operator” programme courses, which has been approved by the Administration, and hold the appropriate certificate..

3.20.3. Successful completion of the following special training courses:

- Mandatory minimum requirements for familiarization, basic safety training and instruction for all seafarers;
- Medical First Aid;
- Proficiency in survival craft and boats;

3.20.4. Skills and knowledge required on position of management level shall be tested by the specialist commission via computer testing or written examination.

### **3.21. Requirements for issuance of certificate (diploma) of the ship’s radio operator second class:**

3.21.1. Health condition shall be fit for the position;

3.21.2. Shall hold the relevant speciality education;

3.21.3. Successful completion of the following special training courses:

- Mandatory minimum requirements for familiarization, basic safety training and instruction for all seafarers;
- Medical First Aid;
- Proficiency in survival craft and boats;

3.21.4. Skills and knowledge required on position of management level shall be tested by the specialist commission via computer testing or written examination.



**3.22. Requirements for issuance of certificate (diploma) of the ship's radio operator first class:**

3.22.1. Health condition shall be fit for the position;

3.22.2. Shall hold the relevant speciality education;

3.22.3. Have a minimum seagoing service of 24 months at the position of the ship's radio operator;

3.22.4. Successful completion of the following special training courses:

- Mandatory minimum requirements for familiarization, basic safety training and instruction for all seafarers;
- Medical First Aid;
- Proficiency in survival craft and boats;

3.22.5. Skills and knowledge required on position of management level shall be tested by the specialist commission via computer testing or written examination.

**3.23. Requirements for issuance of certificate (diploma) of the ship radio – operator.**

3.23.1. Minimum age of 18 years old

3.23.2. Health condition shall be fit for the position;

3.23.3. Shall hold the relevant document about successfully completion of the “Ship radio operator” courses which has been approved by the Administration.

3.23.4. Successful completion of the courses of familiarization and basic safety training and instruction.

3.23.5. Skills and knowledge required on position of management level shall be tested by the specialist commission via computer testing or written examination.

**3.24. Requirements for the issuance of the ship's doctor certificate (diploma):**

3.24.1. Minimum age of 20 years old;

3.24.2. Health condition shall be fit for the position;

3.24.3. Shall hold the relevant graduate degree;

3.24.4. Successful completion of the following special training courses:

- Mandatory minimum requirements for familiarization, basic safety training and instruction for all seafarers;
- Medical First Aid;
- Proficiency in survival craft and boats;

### **3.25. Requirements for the issuance of the fire officer certificate (diploma):**

3.25.1. minimum age of 20 years old;

3.25.2. Health condition shall be fit for the position;

3.25.3. shall have a relevant educational background and complete the “Fire officer” course approved by the Administration, as well as to have a minimum 5 years of seagoing service at the positions of mate, chief mate, officer in charge of a navigational watch, chief engineer, second engineer officer, officer in charge of an engineering watch and boatswain on ships 500 gross tonnage and more;

3.25.4. Successful completion of the following special training courses:

- Mandatory minimum requirements for familiarization, basic safety training and instruction for all seafarers;
- Medical First Aid;
- Proficiency in survival craft and boats;
- Training in advanced fire-fighting.

3.25.5. Skills and knowledge required on position shall be tested by the specialist commission via computer testing or written examination.

### **3.26. Requirements for issuance of certificate (diploma) for the assistant of master on passenger issues.**

3.26.1. Minimum age of 20 years old;

3.26.2. Health condition shall be fit for the position;

3.26.3 Shall have a relevant maritime education as well as to have a minimum 5 years of seagoing service at the positions of mate, chief mate, officer in charge of a navigational watch, chief engineer, second engineer officer, officer in charge of an engineering watch on ships 500 gross tonnage and more;

3.26.4. Successful completion of the following special training courses:

- Mandatory minimum requirements for familiarization, basic safety training and instruction for all seafarers;
- Medical First Aid;
- Training and qualification at the Ro-Ro passenger ships.
- Specialists to work at the passenger ships
- Proficiency in survival craft and boats;
- Training in advanced fire-fighting.

3.26.5 Skills and knowledge required on position shall be tested by the specialist commission via computer testing or written examination.

**3.27. Requirements for the issuance of the Boatswain certificate (diploma):**

3.27.1. Minimum age of 20 years old;

3.27.2. Health condition shall be fit for the position;

3.27.3. Shall have a relevant educational background and complete the “Ship’s boatswain” course approved by the Administration, as well as to have a minimum of 36 months of seagoing service at the position of able seaman;

3.27.4. Successful completion of the following special training courses:

- Mandatory minimum requirements for familiarization, basic safety training and instruction for all seafarers;
- Medical First Aid;
- Proficiency in survival craft and boats;
- Training in advanced fire-fighting.

3.27.5. Skills and knowledge required on position shall be tested by the specialist commission via computer testing or written examination.

**3.28. Requirements for the issuing of sailor certificate (diploma):**

3.28.1. Minimum age of 18 years old;

3.28.2. Health condition shall be fit for the position;

3.28.3. Shall have a relevant educational background and complete the “ship’s sailor” course approved by the Administration;

3.28.4. Successful completion of the following special training courses:

- Mandatory minimum requirements for familiarization, basic safety training and instruction for all seafarers;
- Proficiency in survival craft and boats;

3.28.5. Skills and knowledge required on position at support level shall be tested by the specialist commission via computer testing or written examination.

**3.29. Requirements for the issuance of the able seafarer certificate (diploma)**

3.29.1. Minimum age of 18 years old;

3.29.2. Health condition shall be fit for the position;

3.29.3. Shall have a relevant educational background and complete the “Ship’s sailor” course approved by the Administration, as well as to have a minimum seagoing service of 12 months as a sailor;

3.29.4. Successful completion of the following special training courses:

- Mandatory minimum requirements for familiarization, basic safety training and instruction for all seafarers;
- Proficiency in survival craft and boats;

3.29.5. Skills and knowledge required on position at support level shall be tested by the specialist commission via computer testing or written examination.

**3.30. Requirements for the issuance of the motorman certificate (diploma):**

3.30.1. Minimum age of 18 years old;

3.30.2. Health condition shall be fit for the position;

3.30.3. Shall have a relevant educational background and complete the “ship’s sailor” course approved by the Administration

3.30.4. Successful completion of the following special training courses:

- Mandatory minimum requirements for familiarization, basic safety training and instruction for all seafarers;
- Proficiency in survival craft and boats;

3.30.5. Skills and knowledge required on position at support level shall be tested by the specialist commission via computer testing or written examination.

**3.31. Requirements for issuance of the Ship’s electrician certificate (diploma):**

3.31.1. Minimum age of 18 years old;

3.31.2. Health condition shall be fit for the position;

3.31.3. Shall have a relevant educational background and complete the “ship’s electrician” course approved by the Administration

3.31.4. Successful completion of the following special training courses:

- Mandatory minimum requirements for familiarization, basic safety training and instruction for all seafarers;
  - Proficiency in survival craft and boats.
- 3.31.5. Skills and knowledge required on position at support level shall be tested by the specialist commission via computer testing or written examination.

**3.32. Requirements for issuances of the ship’s cook certificate (diploma):**

- 3.32.1. Minimum age of 18 years old;
- 3.32.2. Health condition shall be fit for the position;
- 3.32.3. Shall have a relevant educational background and complete the “ship’s cook” course approved by the Administration;
- 3.32.4. Successful completion of the following special training courses:
- Mandatory minimum requirements for familiarization, basic safety training and instruction for all seafarers;
  - Proficiency in survival craft and boats.
- 3.32.5. Skills and knowledge required on position shall be tested by the specialist commission via computer testing or written examination.

**3.33. Requirements for issuances of the ship’s crane certificate (diploma):**

- 3.33.1. Minimum age of 18 years old;
- 3.33.2. Health condition shall be fit for the position;
- 3.33.3. Shall have a relevant educational background and complete the “ship’s crane” course approved by the Administration;
- 3.33.4. Successful completion of the following special training courses:
- Mandatory minimum requirements for familiarization, basic safety training and instruction for all seafarers;
  - Proficiency in survival craft and boats;
- 3.33.5. Skills and knowledge required on position shall be tested by the specialist commission via computer testing or written examination.

**3.34. Requirements for issuances of the ship’s crane master certificate (diploma):**

- 3.34.1. Minimum age of 18 years old;

3.34.2. Health condition shall be fit for the position;

3.34.3. Shall have a relevant educational background and complete the “Ship’s electrician” course approved by the Administration, as well as minimum 24 months of service as a vessel crane operator;

3.34.4. Successful completion of the following special training courses:

- Mandatory minimum requirements for familiarization, basic safety training and instruction for all seafarers;
- Proficiency in survival craft and boats;

3.34.5. Skills and knowledge required on position shall be tested by the specialist commission via computer testing or written examination.

**3.35. Requirements for issuances of the pump engine man certificate (diploma):**

3.35.1. Minimum age of 18 years old;

3.35.2. Health condition shall be fit for the position;

3.35.3. Shall have a relevant educational background and complete the “Pump engine man” course approved by the Administration, as well as to have a minimum service of 36 months as a boatswain, specialist sailor, engine technician or electrical technician;

3.35.4. Successful completion of the following special training courses:

- Mandatory minimum requirements for familiarization, basic safety training and instruction for all seafarers;
- Proficiency in survival craft and boats;

3.35.5. Skills and knowledge required on position shall be tested by the specialist commission via computer testing or written examination.

**3.36. Requirements for issuances of the steward (bartender, steward, passenger care, waiter, porter etc.):**

3.36.1. Minimum age of 18 years old;

3.36.2. Health condition shall be fit for the position;

3.36.3. Shall have a relevant educational background;

3.36.4. Successful completion of the following special training courses:

- Mandatory minimum requirements for familiarization, basic safety training and instruction for all seafarers;
- Proficiency in survival craft and boats;
- Training and qualifications for passenger ships;
- Training and qualifications for “Ro-Ro” passenger ships.

3.36.5. Skills and knowledge required on position shall be tested by the specialist commission via computer testing or written examination.

### **3.37. Requirements for issuance of certificate (diploma) of the ship’s turner**

3.37.1. Minimum age of 18 years old;

3.37.2. Health condition shall be fit for the position;

3.37.3. Shall have the relevant document that successfully completion of ship’s turner or ship’s turner in production training courses which is certified by the Administration.

3.37.4. Successful completion of the following special training courses:

- Mandatory minimum requirements for familiarization, basic safety training and instruction for all seafarers;
- Proficiency in survival craft and boats;

3.37.5. Skills and knowledge required on position shall be tested by the specialist commission via computer testing or written examination.

### **3.38. Requirements for issuance of certificate (diploma) of the ship’s fitter.**

3.38.1. Minimum age of 18 years old;

3.38.2. Health condition shall be fit for the position;

3.38.3. Shall have the relevant document that successfully completion of ship’s craftsman or ship’s craftsman in production training courses which is certified by the Administration.

3.38.4. Successful completion of the following special training courses:

- Mandatory minimum requirements for familiarization, basic safety training and instruction for all seafarers;
- Proficiency in survival craft and boats;

3.38.5. Skills and knowledge required on position shall be tested by the specialist commission via computer testing or written examination.

### **3.39. Requirements for issuance of certificate (diploma) of the ship’s welder.**

- 3.39.1. Minimum age of 18 years old;
- 3.39.2. Health condition shall be fit for the position;
- 3.39.3. Shall have the relevant document that successfully completion of ship's welder or ship's welder in production training courses which is certified by the Administration.
- 3.39.4. Successful completion of the following special training courses:
- Mandatory minimum requirements for familiarization, basic safety training and instruction for all seafarers;
  - Proficiency in survival craft and boats;
- 3.39.5. Skills and knowledge required on position shall be tested by the specialist commission via computer testing or written examination.

#### **IV. Requirements for issuance of special training certificate:**

- 4.1. Special training permit is issued to following parties:
- a) employees of agencies, companies, organization and enterprises involved in shipping;
  - b) employees of education, training and practical training facilities centres involved in training of sailors;
  - c) crew members of the vessels of the merchant fleet and self-powered or towed floating drilling rigs;
- 4.2. Candidates wishing to obtain a special training certificate shall provide the following documents:
- identification document and its copy authorized in accordance with provisions of legislation
  - medical certificate
  - document verifying the successful completion of the courses on the basis of training program approved by Administration (protocol of examination, relevant instruction of the education centre etc.)
  - diploma or speciality certificate and its copy authorized in accordance with provisions of legislation
  - 2 photos at size of 3x4;
- 4.3. In order to receive special training certificates, skills and knowledge of the seafarer shall be tested by the examination.



## **V. Rules of taking examination in order to assess the knowledge and skills of the seafarer in appropriate level on their qualification.**

- 5.1. Skills and knowledge of the seafarer on their qualification will be examined by the speciality commission that established by the Administration.
- 5.2. Examination which conducts by the speciality commission will take place during 1 month of the candidate's initial request.
- 5.3. During the examination conducted by the speciality commission in accordance with the written request of the Head of Administration, technical base of the training centres which functioning in the maritime field in Azerbaijan Republic can be used
- 5.4. Requested person in order to receive appropriate certificate (diploma) will be permitted to the exams only after submission of relevant documents to Administration that comply with the requirements of this regulation.
- 5.5. Exams questions are prepared by the appropriate specialists and approved at the meeting of the speciality commission.
- 5.6. Before giving the permission to the seafarer to enter to exams, his identification must be defined, rules and his rights must be explained.
- 5.7. Candidate is considered to be successful where he aimed to receive the certificate (diploma) related to his position performance during the exams and has demonstrated his best knowledge how to exclude the damages to human life, ship, property and maritime environment.
- 5.8. Exams results are made official with the exam protocols signed by speciality commission's chair and examiners.
- 5.9. Dissatisfied by exam results candidate may address his request in written to the Head of Administration and during the 15 days candidate's skills and knowledge is tested by the Appeal commission established by the Head of Administration or final decision is made via written examination.

## **VI. Requirements set on the trainers, instructors, methodologists and examiners employed by the training facilities providing training to crew members of the merchant fleet of the Azerbaijan Republic**

6.1. Trainers, instructors, methodologists and examiners employed by the training facilities providing training to crew members of the merchant fleet of the Azerbaijan Republic, shall be the holders of required qualifications on types and levels of training provides, as well as for the assessment of knowledge and skills as set by the International Convention on "Seaman training, certification and shifting".

6.2. Candidates to the positions of trainers, instructors, methodologists and examiners employed by the training facilities providing training to crew members of the merchant fleet of the Azerbaijan Republic, shall be approved by the Administration.

### 6.3. Requirement on trainers:

- Graduate degree in relevant field
- Minimum seagoing service of 3 years at relevant position
- Certificate (diploma) in relevant field
- Certificate of instructor on the subject of training

### 6.4. Requirements on instructors, methodologists and examiners:

- Educational background in relevant field
- Supervisory qualification on vessel operations, cargo processing and placement, vessel operations control, supervision of the onboard mechanical installations with verifying certificate (diploma) and minimum of 5 years of seagoing service under such certificate (diploma). For other fields, the availability of valid certificate (diploma) and minimum of 3 years of seagoing service under such certificate (diploma).
- Availability of instructor certificate in the trained discipline.

## **VII. Requirements for certification of the navy school graduates and sailors in reserve**

### 7.1. For navigators:

6.1.1. The certificate (diploma) of the officer in charge of a navigational watch on ships 500 gross tonnage and more can be issued to the sailors, who have graduated from the navy schools in disciplines of navigation and vessel operations, comply with certification requirements for the officer in charge of a navigational watch on merchant ships 500 gross tonnage and more as set in accordance with Statute hereof and having the minimum seagoing service of 24 months in the positions of the vessel commander or HH-1 (military unit navigator). The above seagoing period also includes the practical training seagoing as well as seagoing in the rank of the private or junior command crew member.

7.1.2. The Chief Mate certificate (diploma) on ships of between 500 and 3000 gross tonnage can be issued to the sailors, who have graduated from the navy schools in disciplines of navigation and vessel operations, comply with certification requirements for the Chief Mate on merchant ships of between 500 and 3000 gross tonnage as set in accordance with Statute hereof and having the minimum seagoing service of 24 months in the positions of the vessel commander or HH-1 (military unit navigator). The above seagoing period also includes the practical training seagoing as well as seagoing in the rank of the private or junior command crew member.

7.1.3. The Master certificate (diploma) on ships of between 500 and 3000 gross tonnage can be issued to the sailors, who have graduated from the navy schools in disciplines of navigation and vessel operations, have minimum seagoing service of 24 months as a chief mate on ships of between 500 and 3000 gross tonnage.

7.1.4. The Chief Mate certificate (diploma) on ships of 3000 gross tonnage or more can be issued to the sailors, who have graduated from the navy schools in disciplines of navigation and vessel operations, comply with certification requirements for the Chief Mate on merchant ships of 3000 gross tonnage or more as set in accordance with Statute hereof and having the minimum seagoing service of 60 months in the positions of the vessel commander or HH-1 (military unit navigator). The above seagoing period also includes the practical training seagoing as well as seagoing in the rank of the private or junior command crew member.

7.1.5. The Master certificate (diploma) on ships of 3000 gross tonnage or more can be issued to the sailors, who have graduated from the navy schools in disciplines of navigation and vessel operations, have minimum seagoing service of 12 months as a chief mate on ships of 3000 gross tonnage and more.

## 7.2. For engineers:

7.2.1. The certificate (diploma) of the officer in charge of an engineering watch on ships powered by main propulsion machinery of 750 kW propulsion power or more can be issued to the sailors who have graduated from the navy schools in disciplines of vessel power equipment, comply with requirements set under this Statute for issuance of certificates (diplomas) to the officer in charge of an engineering watch on ships powered by main propulsion machinery of 750 kW propulsion power or more, who have a minimum sailor service of 24 months at the positions of the commander of DH-5 (military unit of electrical mechanics), division commander or group commander. The above seagoing period also includes the practical training seagoing as well as seagoing in the rank of the private or junior command crew member.

7.2.2. The second engineer officer certificate (diploma) on ships powered by main propulsion machinery of between 750 and 3000 kW propulsion power can be issued to the sailors who have graduated from the navy schools in disciplines of vessel power equipment, comply with requirements set under this Statute for issuance of certificates (diplomas) to the second engineer officer on ships powered by main propulsion machinery of between 750 and 3000 kW propulsion power, who have a minimum seagoing service of 36 months at the positions of the commander of DH-5 (military unit of electrical mechanics), division commander

or group commander. The above seagoing period also includes the practical training seagoing as well as seagoing in the rank of the private or junior command crew member.

7.2.3. The chief engineer certificate (diploma) on ships powered by main propulsion machinery of between 750 and 3000 kW propulsion power can be issued to the sailors who have graduated from the navy schools in disciplines of ship's power equipment, have a minimum seagoing service of 12 months as a second engineer officer on merchant ships powered by main propulsion machinery of between 750 and 3000 kW propulsion power. The above seagoing period also includes the practical training seagoing as well as seagoing in the rank of the private or junior command crew member.

6.2.4. Second mechanic certificate (diploma) for the vessels with total engine power above 300 kVt can be issued to the sailors who have graduated from the navy schools in disciplines of vessel power equipment, comply with requirements set under this Statute for issuance of certificates (diplomas) to the second mechanics of vessels with total engine power above 3000 kVt, who have a minimum sailor service of 48 months at the positions of the commander of DH-5 (military unit of electrical mechanics), division commander or group commander. The above seagoing period also includes the practical training seagoing as well as seagoing in the rank of the private or junior command crew member.

7.2.5. Chief engineer certificate (diploma) on ships powered by main propulsion machinery of 3000 kW propulsion power or more can be issued to the sailors who have graduated from the navy schools in disciplines of vessel power equipment, have a minimum seagoing service of 12 months as a second engineer officer on merchant ships powered by main propulsion machinery of 3000 kW propulsion power or more. The above seagoing period also includes the practical training seagoing as well as seagoing in the rank of the private or junior command crew member.

### 7.3. For ship's electrician engineer:

7.3.1. Electrician engineer certificate (diploma) on ships powered by main propulsion machinery of 750 kW propulsion power or more can be issued to the sailors who have graduated from the navy schools in disciplines of vessel power equipment, comply with requirements set for issuance of certificates (diplomas) to the electrician engineer on ships powered by main propulsion machinery of 750 kW propulsion power or more, who have a minimum seagoing service of 24 months at the positions of the commander of DH-5 (military unit of electrical mechanics), division commander or group commander. The above seagoing period also includes the practical training seagoing as well as seagoing in the rank of the private or junior command crew member.

7.3.2. Senior electrician engineer on ships powered by main propulsion machinery of 750 kW propulsion power or more can be issued to the sailors who have graduated from the navy schools in disciplines of vessel power equipment, have a minimum work service of 12 months as a electrician engineer on ships powered by main propulsion machinery of 750 kW propulsion power or more. The above seagoing period also includes the practical training seagoing as well as seagoing in the rank of the private or junior command crew member.

7.4. For ship's radio operators:

7.4.1. The ship's radio operator second class certificate (diploma) can be issued to the sailors, who have graduated from the navy schools in disciplines of the radio equipment, comply with requirements set under this statute for issuance of certificates (diplomas) of ship's radio operator second class, and having a minimum of 24 months of seagoing service at the positions of commander of DH-4 (military communications unit) or division experts. The above seagoing period also includes the practical training seagoing as well as seagoing in the rank of the private or junior command crew member.

7.4.2. The ship's radio operator first class certificate (diploma) can be issued to the sailors graduated from the navy schools in disciplines of the radio equipment, and has a minimum seagoing service of 12 months as a ship's radio operator second class. The above seagoing period also includes the practical training seagoing as well as seagoing in the rank of the private or junior command crew member.

7.5. For radio electronics:

7.5.1. The second class radio electronics certificate (diploma) can be issued to the sailors, who have graduated from the navy schools in disciplines of the radio electronics, comply with requirements set under this statute for issuance of certificates (diplomas) of Second class radio electronics and having a minimum of 24 months of seagoing service at the positions of commander of DH-4 (military communications unit) or division experts. The above seagoing period also includes the practical training seagoing as well as seagoing in the rank of the private or junior command crew member.

7.5.2. The First class radio electronics certificate (diploma) can be issued to the sailors, who have graduated from the navy schools in disciplines of the radio electronics, and have a minimum seagoing service of 12 months as second class radio electronics. The above seagoing period also includes the practical training seagoing as well as seagoing in the rank of the private or junior command crew member.

## **VIII. Issuance of the certificates (diplomas) to the foreigners or non Azerbaijani citizens that employed crew member positions at the ships under Azerbaijan State flag.**

8.1. Issuance of the certificates (diplomas) to the foreigners or non Azerbaijani citizens that employed crew member positions at the ships in maritime fleet of Azerbaijan Republic is carried out with interview established by the Administration.

8.2. Issuance of the certificates (diplomas) to the foreigners or non Azerbaijani citizens that employed crew member positions at the ships in maritime fleet of Azerbaijan Republic takes fifteen (15) working days.

8.3. Certificates (diplomas) to the foreigners or non Azerbaijani citizens that employed crew member positions at the ships in maritime fleet of Azerbaijan Republic are given not more than five (5) years.

8.4. In case if danger happens to the human life, preserving property at the sea or damage to the maritime environment As a result of action (inaction) or inexperience of the seaman, and also to refrain falsification of document, certificates (diplomas) which is issued by the Administration can be withdrawn, cancelled or duration force is ceased. In this case information is given to the authorities that issued a certificate (diploma).

8.5. For Issuance of the certificates (diplomas) to the foreigners or non Azerbaijani citizens that employed crew member positions at the ships in maritime fleet of Azerbaijan Republic, the ship owner must submit the following documents to the Administration.

- Extraction from the State Ship registry to the ships that intends to employ the foreigners and non – citizens.
- Certificates (diplomas) and special preparations certificates of the foreigners and non – citizens that involved for the job.
- Medical certificate of the health condition of the foreigners and non – citizens to fit the appropriate positions.
- Certificate that the foreigners or non citizens registered in Azerbaijan Republic or identity card than the foreigner or non citizen may use the borders of the Azerbaijan Republic.
- Receipt that the state duties have been paid.
- Specified request that includes all the necessities for the foreigners and non – citizens for their employment at the crew member positions at the ships under the state flag of the Republic of Azerbaijan.
- In compliance with requirement of the International Convention STCW, the certification of the documents which are given to seafarer and appropriate document from the state that issued these documents.

- Draft of the labour contract in accordance with the legislation of the Republic of Azerbaijan and international conventions that the Republic of Azerbaijan has joined.

8.6. Issuance of the certificates can be refused in following cases:

- Violation of the article 46 of the “Merchant Shipping Act of Azerbaijan Republic”
- if there are experienced, skilful and prepared citizens of Azerbaijan Republic in maritime field who can be involved to the crew member positions of the ships that fly the flag of Azerbaijan Republic.
- If the labour contract is not comply with the legislation of Azerbaijan or the international conventions that the Republic of Azerbaijan has joined.
- If any document required for the issuance of the certificates is not submitted.
- If there is no positive response from the State that issues a certificate (diploma) to the seafarer for the questionnaire of issuing certificate by Administration.

## **IX. Final provisions**

9.1. The monitoring of compliance of the training of crew members for the merchant fleet of the Republic of Azerbaijan with International Convention on “Standard Training and Certification and Watchkeeping for Seafarers”, shall be performed by the State Marine Administration.

9.2. Examples of the certificates (diplomas), special preparation certificates that are given to the crew members of transport fleet of Azerbaijan Republic are shown at the attachments.